

Smart Ideas 5

Quick Start

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January 9, 2007

Using Smart Ideas™

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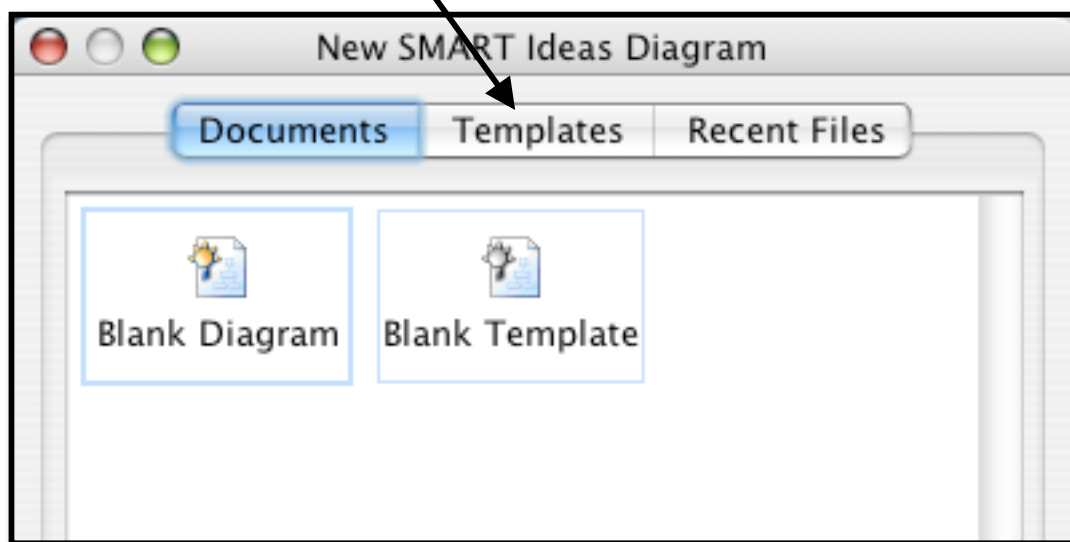
Using Smart Ideas™

Within the Smart Ideas™ program, you will find the following templates:

| Language Arts | Planning |
|--|---|
| <ul style="list-style-type: none">• Argument Strategy Model• Essay Planning• Family Tree• Literary-Narrative-Analysis• Poetry Analysis• Sentence Building | <ul style="list-style-type: none">• Course Notes• Fishbone Map• Lesson Activity Template• Lesson Plan• PERT Chart• Spider Diagram• Tree Diagram |
| Science | Social Studies |
| <ul style="list-style-type: none">• Chain of Events• Cycled Events• Research Project• Science Lesson• Venn Diagram | <ul style="list-style-type: none">• Presenting an Argument• Timeline |

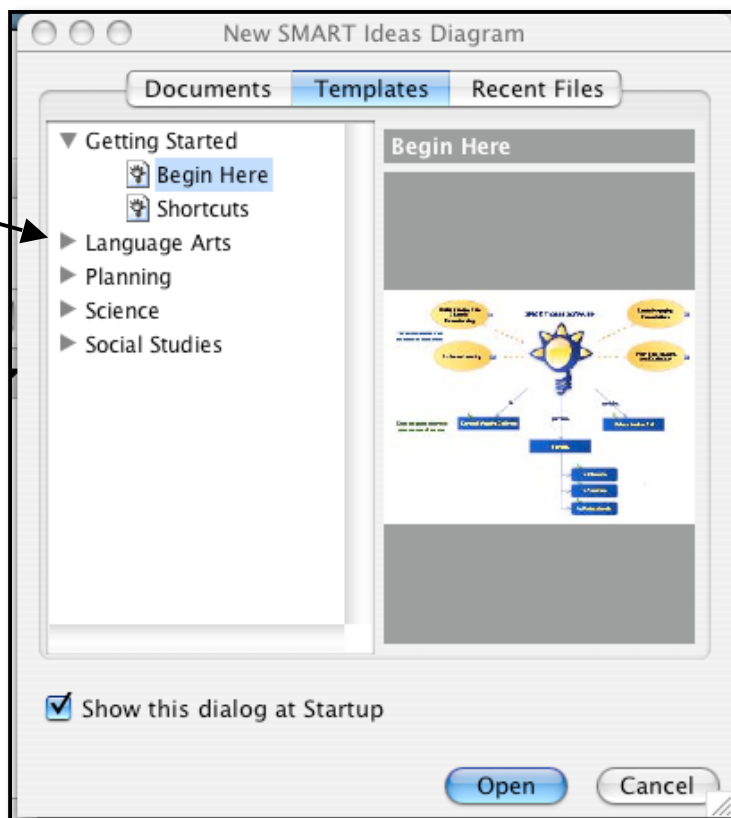
Use a Template

- Open **Smart Ideas**;
- Click on the **Templates** tab.



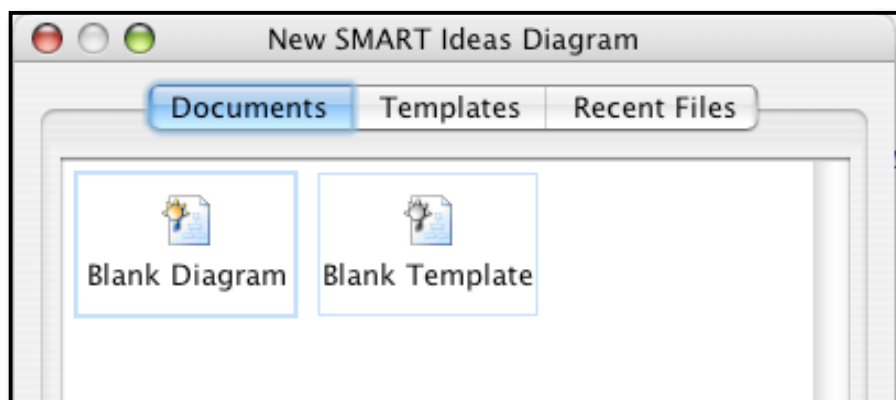
- Click on one of the triangles beside each heading (i.e. **Language Arts - Family Tree**);

- Click on a template
- Click **Open**;
- Double click a box to remove the place holding text and type in your information;
- You can create your own templates and make them available in the list by saving them to the Templates folder within the program.



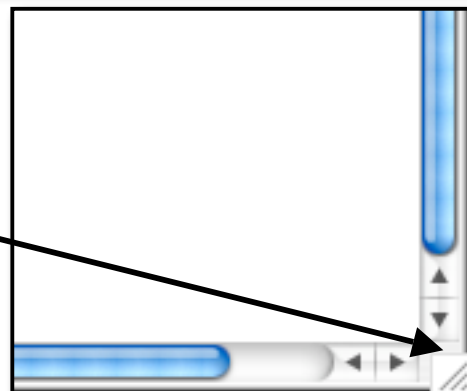
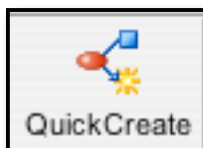
Start a New Project

- Open **Smart Ideas**
- Select **<Blank Diagram>**
- Click **Open** (This takes some time to open.)

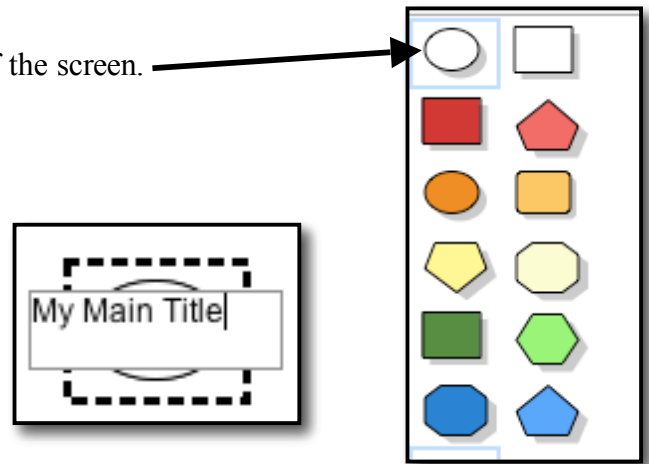


Resize Your Screen

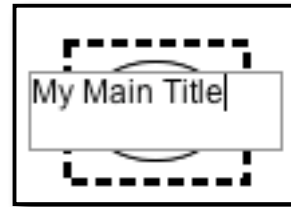
- Resize the screen so that it makes use of the whole viewing area. Drag down and right on the diagonal lines at the bottom right of the screen.
- Click on the **Quick Create** button at the top of the screen.



- Click on a symbol shape from the choices at the left of the screen.



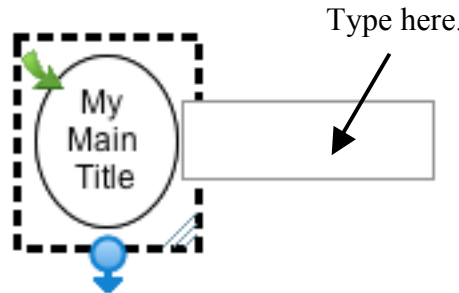
- Type the title of your concept map on the screen.



- Click off the symbol.



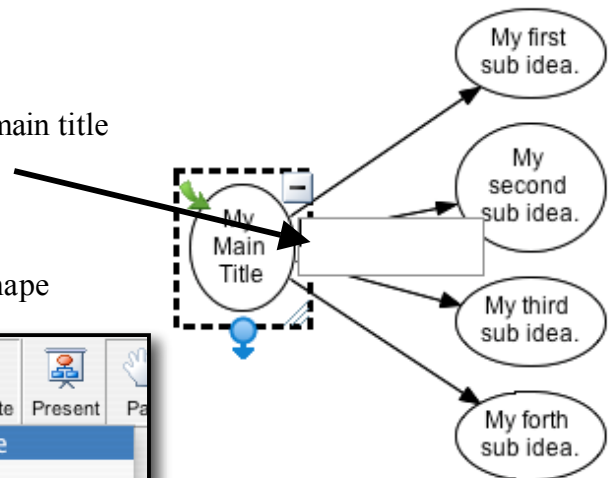
- Click onto the symbol to access the next link.



- Type the title of the connecting idea.

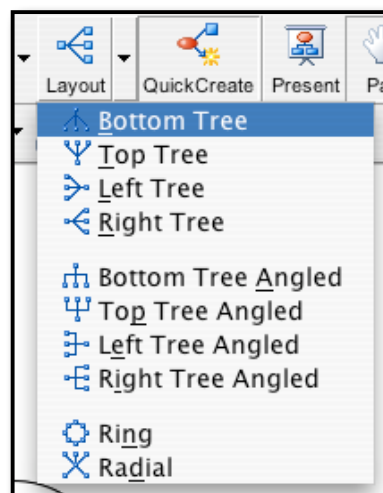
- Tap enter after adding each idea and another link to the main title will appear.

Note: You can change the symbol by clicking on a new shape before adding the next title.



Change the Layout

- Click on Layout in the top icon menu and then choose a layout from the drop down menu.



Add Notes

Notes can be added to each symbol to expand on the concept.

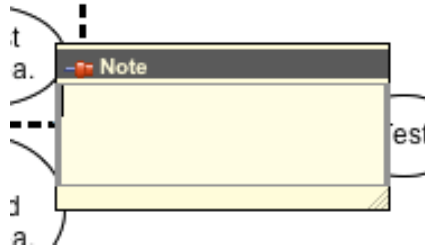
- Click the shape to which you would like to add a note.



- Click on the **Note** in the top menu.



- Type in the space provided for the note.



Note: Click on the push pin to keep the note open.



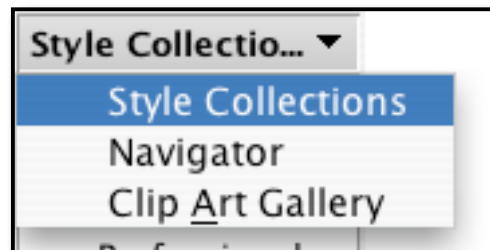
- If you didn't not click on the push pin, click outside the note and your symbol will now show that a note is attached. To read what is in the note, click on it.



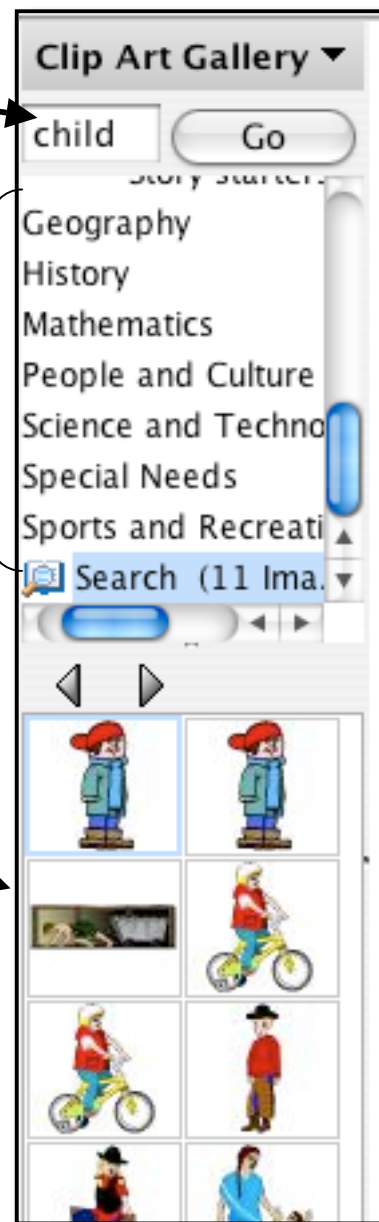
Add Clip Art

Note: Clipart can be added to each symbol to illustrate the concept.

- Click on Style Collection and then Clip Art Gallery which is found at the left of the screen.



- Type in a name to search for pictures..



- Choose an image from a group of pictures.

OR

- Browse the visible pictures.

- Double click the image so that it will appear in the chosen symbol.

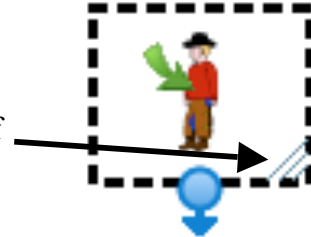


Clip Art may be used instead of a symbol.

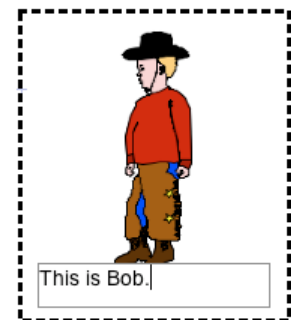


- Click and drag or double click an image to place it on the page.

- Click on the graphic and drag the bottom right corner to make it larger if you feel it is too small.



- You may then click it to add text. Note: Make sure that Quick Create is not selected.

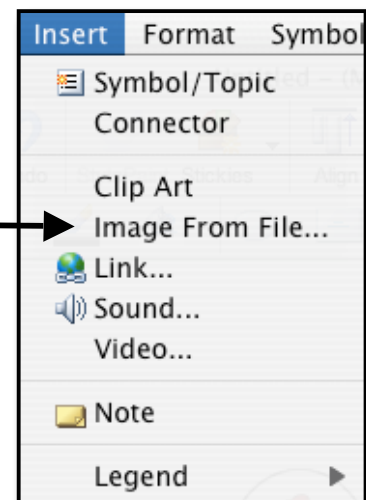


- The text will appear below the image.



Insert Your Own Images

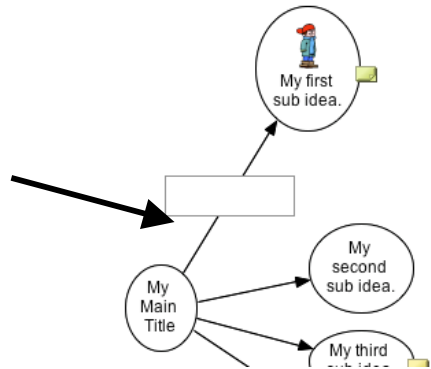
- Click on one of your symbols.
- Click on **Insert** in the top menu.
- From the drop down menu, click **Image From File**.
- Navigate to your file location and click **Open**.



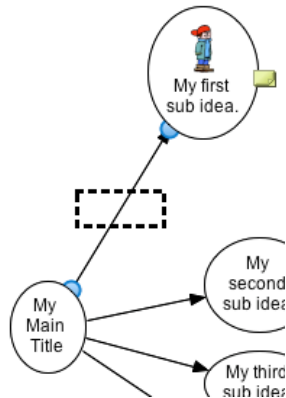
Work with Connector Lines

You may add text to a connector line.

- Click on a connector line once to select and twice to get a text box.

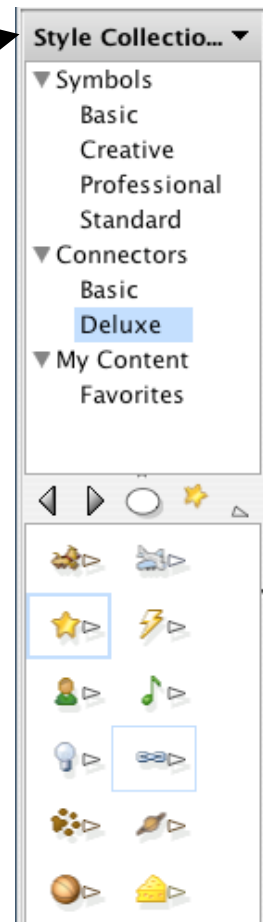


- To change a connector style click on it to select it.

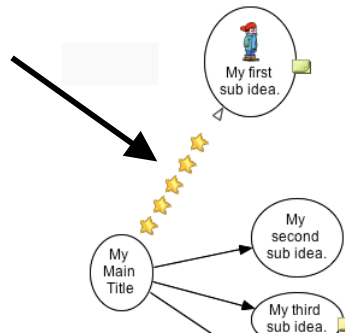


- Make sure you are on Style Collections at the left of the screen.

- Choose Basic or Deluxe and then click once on a different connector from the list.



- Your chosen connector style will be displayed.

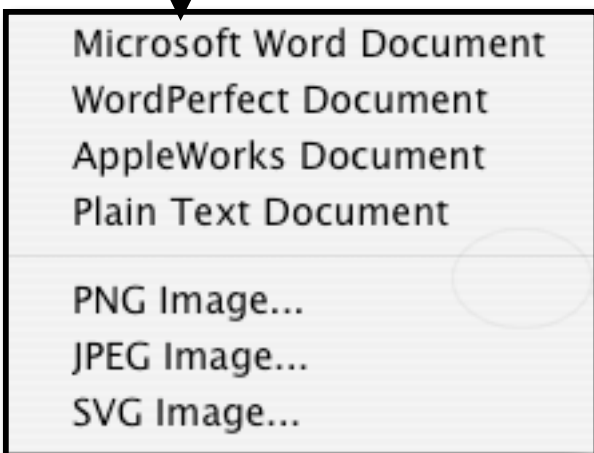


Save or Export Your Work

- Save will allow you to save as a **Smart Ideas Projects** or **Smart Ideas Template**.



- **Save As...** saves as a Smart Ideas File and will only open in Smart Ideas.
- **Save As Template...** will save as a file that when opened must be saved with a different filename.
- **Export Diagram View to Web** and **Export Outline View to Web (Text)** create files that are HTML documents which will open in your browser. The files will be named as the main concept and will end with .html



- Files can also be exported to Microsoft Word, Word Perfect or AppleWorks 6. The file will be saved as the main concept with the extension .rtf (rich text format). You will probably find this file on your desktop.

- To create a .pdf of the screen, hold the **apple** key, **shift** and tap **4**. You will draw a box around the part of the screen that you wish to save. This file will be called picture1.pdf (if it is the first screen grab you have made). It will be on your desktop.